

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, February 21, 2007
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Gooch, Deight, Hunt, Barton, Garner, Bush, Clemens
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.
Staff Liaison: Bob Hall, Deputy City Administrator/City Services
Also present: Brigitte Charles, Secretary to the Personnel Commission/Principal Human Resources Analyst

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of December 20, 2006

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

- a. Discussion on a revised job specification for the position of Water Equipment Operator.

Recommended Action: Approve the revised job specification for the position of Water Equipment Operator, amending the City's Classification Plan.

- b. Discussion on a revised job specification for the position of Helicopter Maintenance Technician.

Recommended Action: Approve the revised job specification for the position of Helicopter Maintenance Technician, amending the City's Classification Plan.

Please contact Sandy Henderson at (714) 960-8828 if you have questions or if the Human Resources Division can be of any assistance.

- c. Discussion on a revised job specification for the position of Personnel Analyst.

Recommended Action: Approve the revised job specification for the position of Personnel Analyst, amending the City's Classification Plan.

- d. Discussion on establishment of a new class and job specification for the position of Liability Claims Coordinator.

Recommended Action: Approve the new class title and job specification for the position of Liability Claims Coordinator, amending the City's Classification Plan and provide advisory comments on proposed compensation.

6. LEGAL COUNSEL REPORT

Presentation by Jim Murphy, Esq. on the *Copley* decision regarding confidentiality of records related to police officer disciplinary proceedings.

7. PERSONNEL – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 20 – FINDINGS OF FACT AND CONCLUSIONS OF LAW - CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Recommendations of Hearing Officer Joseph F. Gentile regarding Propriety of Adverse Action

Deliberation in Closed Session

Recommended Action: Sustain, reject or modify the Hearing Officer's recommendation. If the Commission rejects or modifies the recommendation, direct the legal advisor to prepare findings of fact and conclusions of law in support of the Commission's decision.

This item will begin at approximately 6:00 p.m.

8. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. There will be no City staff presentation.

9. LABOR RELATIONS UPDATE

- a. Memorandum of Understanding between the City of Huntington Beach and the Huntington Beach Police Management Association (term July 1, 2006 through June 30, 2010) and summary of changes.
- b. Memorandum of Understanding between the City of Huntington Beach and the Huntington Beach Marine Safety Officers' Association (term October 1, 2006 through September 30, 2009) and summary of changes.
- c. A resolution of the City Council of the City of Huntington Beach modifying salary and benefits for Non-Represented employees.

As offered

<p>Please contact Sandy Henderson at (714) 960-8828 if you have questions or if the Human Resources Division can be of any assistance.</p>
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10. SECRETARY'S REPORT

Human Resources Proposed Table of Organization

11. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

12. INFORMATION ITEMS

Grievance Report – December 2006

Grievance Report – January 2007

13. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of March 21, 2007.

ITEM # 4

City of Huntington Beach
PERSONNEL COMMISSION
12/20/06

Pending approval by Personnel Commission at the meeting on 1/17/07
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Division, first floor of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Gooch called the Commission meeting to order at 5:32 p.m.

ROLL CALL

Commissioners present – Barton, Bush, Clemens, Deight, Gooch, Hunt

Commissioners Absent: Garner

Legal Counsel to the Personnel Commission – James Murphy, Esq.

Staff Present – Bob Hall, Deputy City Administrator; Irma Youssefieh, Secretary to the Personnel Commission/Human Resources Manager; and Brigitte Charles, Principal Human Resources Analyst

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Barton and seconded by Commissioner Hunt to approve the minutes (passed 6:0).

COMMISSION GOALS FOR THE COMING YEAR

Chairperson Gooch asked if the Commission had any comments or revisions to the goals identified for the Personnel Commission and staff.

Commissioner Deight felt the proper role of the Commission needed clarification before adoption of the proposed goals and questioned if there was a need to change anything if no problems had been identified.

Chairperson Gooch responded that he had brought forward the list of goals, not to address problems, but to avoid any, especially with regards to up-to-date job descriptions.

Commissioner Deight said, as far as she was aware, the City had never had a problem with job descriptions and that perhaps it would be better to approach this effort from a cost-benefit perspective, given the number of staff available and work volume. To require cyclical reviews of classifications created additional duties to which there would be costs, and she questioned if the benefit gained would be worth it.

Commissioner Bush said it seemed there would be a problem with job descriptions that had not been reviewed in 15 to 20 years and suggested that perhaps conducting reviews every three years was not the right cycle. He noted the Human Resources Manager classification had not been reviewed in 10-15 years, and personnel laws have changed.

Commissioner Deight also felt that the goal of recruiting qualified applicants and providing timely eligibility lists was being accomplished.

Chairperson Gooch said he had suggested an on-going review of classifications to also keep the public informed of Personnel Commission activities.

Commissioner Deight felt that the goals were an implied criticism of Human Resources in that they suggested the Personnel Commission wanted to check what staff was doing. Her understanding was that staff looked at job descriptions each time a recruitment was conducted, as well as kept personnel rules up-to-date via the meet and confer process. She felt the Personnel Commission needed to know its role as some of the proposed goals may be beyond the role of the Personnel Commission, its authority and jurisdiction. She was also concerned about “limited, inferred or implied powers.” Commissioner Deight said the Commission should review its responsibilities before setting goals. She said that as an advisory body, the Personnel Commission only makes recommendations to the City Council.

Commissioner Barton said he interpreted the proposed goals as a vision of the Personnel Commission, not as a negative. He felt periodic updates of job descriptions are valuable and important. This is a major goal to focus upon.

Commissioner Hunt said the Personnel Commission needed to be careful to not overburden staff. He felt the Personnel Commission should provide an oversight function. He felt the listed goals were appropriate.

Commissioner Deight felt the Personnel Commission should focus on its responsibilities as an intermediary between staff, the organization and employees. She felt the Commission could not do this if it was providing duties for administration—overstepping boundaries.

Commissioner Bush commented this item was a list of goals only. It did not mean that staff could not come back and state the goals could not be met—i.e. there was room for discussion. He also agreed direction should be given to clarify the Personnel Commission’s boundaries. Commissioner Bush posed the question if a three-year cycle was not appropriate, what was.

Deputy City Administrator Bob Hall cautioned the Personnel Commission in possibly setting goals that were not consistent with City Council goals or without City Council direction. He indicated that the list of proposed goals was not incongruent with the City’s goal for Human Resources and shared some goals staff had developed. He felt together the lists could be fine tuned and perhaps time be scheduled to orient new Commissioners. Ms. Youssefieh mentioned the last Personnel Commission orientation session was four years ago.

Commissioner Barton agreed an orientation would be good. He stated the Personnel Commission needed to know if it was asking for something that would be burdensome.

Special Counsel Jim Murphy stated it would be appropriate to revisit the legal memo on the Personnel Commission’s jurisdiction since it had not been updated in the past four to five years.

SCOPE OF WORK – CLASSIFICATION AND COMPENSATION STUDY OF DESIGNATED POSITIONS

Marcel Turner, Regional Manager of CPS Human Resources Services provided the attached PowerPoint presentation which provided an overview of the scope of work and highlights of the study. He also reviewed timelines for the project and milestones, stating that the compensation component was to follow the classification analysis. They were also

responding to appeals of the classification study findings. This data would then be used in the meet and confer process.

Commissioner Bush asked how the positions were selected for the study. Ms. Youssefieh said Human Resources had kept a list of classifications needing review—for example, as a result of the Information Services Department restructuring, layoffs, reorganization, and management input on operational issues. It was not a comprehensive list.

Commissioner Bush noted there were 150 employees in the 65 classifications studied and asked if a random pool was interviewed. Ms. Youssefieh replied that all incumbents were interviewed.

Chairperson Gooch asked about the process that would follow for the base salary recommendations. Mr. Turner explained that typically the firm compared job descriptions with 10-12 other jurisdictions as a reference point and looked at anchors. It also involved a mix of comparability factors such as size of the city, nature of the services delivered, size of budget, number of employees, etc. The process would be discussed with the City. Chairperson Gooch asked if CPS would use the 12 benchmark cities commonly used by Huntington Beach. Ms. Youssefieh stated the firm had been give the list of these 12 cities. Ms. Charles specified they were Anaheim, Buena Park, Costa Mesa, Fountain Valley, Fullerton, Garden Grove, Irvine, Newport Beach, Orange, Santa Ana, Tustin and Westminster.

Mr. Turner told the Commission that their recommendations may not be possible to implement. Mr. Hall added that the City had provided CPS with additional information to consider and that the City had disagreed with some of the firm's recommendations. Mr. Hall hoped to provide the report at the next Personnel Commission meeting.

Commissioner Bush asked who received the report. Mr. Hall said the employees will get a copy of their report, the association for their represented classifications, the Personnel Commission and the City Council. Commissioner Bush also asked how salary issues would be handled. Mr. Hall said the City would meet and confer on the implementation and impact.

LABOR RELATIONS UPDATE

Mr. Hall reported that the City was currently in negotiations with three associations—the Management Employees Organization (MEO), Fire Management Association (FMA), and the part-time Surf City Lifeguard Employees Association. The City anticipated beginning negotiations with the Municipal Employees Association (MEA) in the first of the year and in September with the Huntington Beach Firefighters Association (HBFA). The City had reached tentative agreement with the Marine Safety Officers' Association (MSOA) and planned to go to the City Council on January 16, 2007 to adopt a Memorandum of Understanding.

SECRETARY'S REPORT

- a. Complete Job Specification Review—Ms. Youssefieh presented a list of classifications with their last review date for the job categories of protective service, skilled trade, service/maintenance and technical. Changes had been made as a result of classification studies conducted in 2001 and 1999. She indicated Human Resources

could use this listing as a tool to report quarterly changes and an annual report of Personnel Commission changes for classification plan amendments.

Chairperson Gooch asked what the process was in making changes when recruitments were begun. Ms. Youssefieh reported that Human Resources worked in advance with the department to plan recruitments; and in order to initiate job flyers, Human Resources would indicate that any changed provisions on the job bulletin were subject to approval. She stressed the importance of Human Resources being a part of the budget process to anticipate recruitment needs. She said non-substantive changes were made based upon professional opinion to update a job specification but not to change the scope of duties. She reported ten classifications did have non-substantive changes made for clarification purposes or to add the "equivalent experience" language. She reiterated the intent was to expedite the recruitment process and increase efficiency.

Commissioner Barton stated he agreed with staff's professional judgment and that such changes were reasonable. He appreciated the examples given.

- b. Human Resources Key Priorities – Mr. Hall reviewed the attached list of priorities for the division and explained the work involved for each. He noted that updating job specifications was not on the list. Ms. Youssefieh stated that the NEOgov software program being proposed to streamline recruitment recordkeeping and processing included a component for classification changes needed as suggested by a supervisor's review and could be automated.

Chairperson Gooch said as the Personnel Commission continues to review and discuss its goals and combine these items into one list, he did not want to enumerate goals just to list items. Mr. Hall said the City welcomes any ideas to streamline Human Resources.

Commissioner Deight asked what were the Personnel Commission's responsibilities regarding Human Resources goals. Ms. Youssefieh said it was important for Human Resources to keep the Commission informed, and that these were being provided to the Commission to ask questions of staff.

Chairperson Gooch stated the Commission was charged with reviewing and making recommendations to the City Council and not directing day-to-day activities. He felt it was important that if the Council asked a Personnel Commissioner any questions, the Commissioner could be responsive and involved in the overall direction of the Human Resources function.

Commissioner Deight agreed the Personnel Commission should be kept informed and asked how the Personnel Commission could help Human Resources. Mr. Hall replied the Personnel Commission had a wealth of knowledge and experience; the City was open to input and ideas from Commissioners. He hoped Commissioners would contact him with ideas and not wait for the monthly meeting.

Commissioner Hunt said he preferred a broad brush approach to act in an advisory capacity for personnel administration, such as the efforts made in developing an administrative leave policy. He said the Personnel Commission should ask questions and provide oversight to protect the citizens of Huntington Beach.

Ms. Youssefieh distributed the 2006-07 Council/Staff Liaison List and pointed out that Councilmembers Coerper, Bohr, and Hardy were the Personnel Commission liaisons.

COMMENTS FROM COMMISSIONERS

Commissioner Barton reported he and Commissioners Clemens and Garner had attended the Ethics Training on Tuesday, December 19 and commended the City Attorney on her presentation. He also wished Ms. Youssefieh well in her new position.

Commissioner Hunt thanked staff for the Human Resources Activity Report and the organization chart as requested. He cited a major article in the *Orange County Register* on preventing the identification of officers involved in discipline and asked for a report from legal counsel regarding the Copley decision. Mr. Hall asked for clarification, specifically as to relevance to the Personnel Commission other than as an informational item. Commissioner Hunt replied it was for general information and to see what, if any, impact it had on the City.

Commissioner Bush asked if there would be any further ethics training workshops. Ms. Charles reported there was on-line training, but that AB 1234 mandated the training be two hours in length and completed by 1/1/07. She understood the City Attorney was preparing a memo to address this.

Commissioner Deight reiterated the need to understand the Personnel Commission's role. Mr. Murphy said he could update the memo regarding jurisdiction of administrative commissions and applicable case law. Commissioner Deight said although Personnel Rule 12 covers the Classification Plan, she was concerned about the interpretation of the rules. For example, she did not want to interfere with a manager's recommendation regarding the educational requirements for his supervisors. Mr. Murphy said the Board had the authority to review class specifications although the rule was very ambiguous. The Personnel Commission makes recommendations to the City Council, who makes the final decision.

Mr. Bush noted on the City organization chart that Human Resources was not a separate function. Mr. Hall said it was a part of Administration as listed in the budget, and he was responsible for day-to-day interaction with Human Resources. Commissioner Bush asked where the Human Resources operation would be shown. Mr. Hall said it was under his area with coordination of other functions. However, the City was looking at updating the chart.

INFORMATIONAL ITEMS

a. Grievance Report – December 2007 – Received and filed.

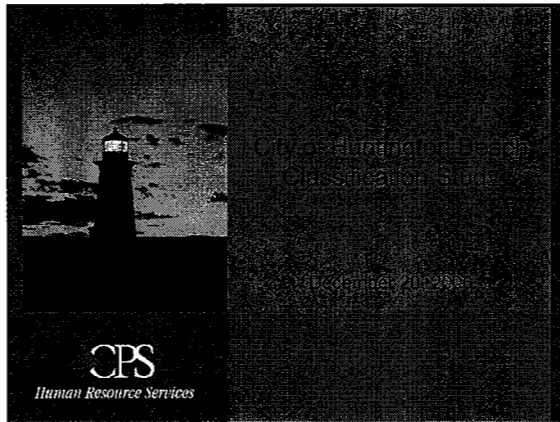
ADJOURNMENT

The meeting adjourned at 7:00 p.m. to the next regularly scheduled meeting of January 17, 2007.

Attachments: Item 6 - PowerPoint Presentation of Scope of Work for Classification and Compensation Study of Designated Positions


Item 8 – Secretary's Report – 2006/07 Council/Staff Liaison List

Item 8b – Human Resources Key Priorities




- 150 employees assigned to 65 classifications of work
- Some classifications were City-wide and others were department specific
- Study goal was to determine whether positions were appropriately classified and to update classification specifications


- Tasks which were not included within the scope of work performed by CPS are:
 - Recommendations on department restructuring or significant organizational changes
 - Recommendations on status of employee in terms of how the employee will be placed in a recommended allocation (i.e. reclassification, promotion, demotion or transfer)



Classification Study
Tasks/Memorologies


- Met with Human Resources Department to collect information on study goals and objectives
- Reviewed classification specifications and salary schedules
- Conducted orientation sessions with employees on March 21st






Classification Study
Tasks/Memorologies


- Conducted approximately 100 employee and/or group audit meetings May 22-May 24
- Analyzed data from Position Description Questionnaires and interviews to provide classification recommendations consistent with the City's classification concepts






Classification Study
Tasks/Memorologies


- Presented Draft Classification Report to the City on July 11, 2006
- City conducted a review of the report with management
- Once feedback from City was received, CPS presented employees with recommendations (Notice of Allocation) and revised classification specifications on October 24th






City of Huntington Beach
Classification Study
Tasks/Methodologies


- Employee review process was completed on November 15th and last set of employee responses were sent to CPS on November 22nd
- CPS to distribute final recommendations on December 22nd to those employees who provided review comments as part of the appeal process with CPS





City of Huntington Beach
Classification Study
Tasks/Methodologies

- Final Classification Report due to City from CPS on December 29th
- Concurrent with classification study, CPS conducted a base salary analysis of selected benchmark classifications
 - The Final Compensation Report will follow the Final Classification Report



2006/07 COUNCIL/STAFF LIAISON LIST

CITIZEN BOARDS, COMMISSIONS, COMMITTEES, AND TASK FORCES (Citizen Members Appointed to Four-Year Terms)

Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1. Allied Arts Board	Hansen, Cook, Green	1 st Tues, Art Center, 5:45 pm	Com Services, Kate Hoffman, 374-1658
2. Board of Appeals – Building	Coerper, Carchio	ONLY WHEN NEEDED	Building, Ross Cranmer, 538-5532
3. Children's Needs Task Force	Green, Coerper	4 th Thurs, B-8, 4 pm	Com Services, Janeen Laudenback, 538-5496
4. Citizen Participation Advisory Board	Green, Coerper, Carchio	1 st Thurs, B-8, 6:45 pm	Econ. Dev., Carol Runzel, 536-5224
5. Community Services Commission	Hansen, Green, Carchio	2 nd Wed, Chambers, 7:00 pm	Com Services, Jim Engle, 536-5495
6. Design Review Board	Carchio, Bohr	2 nd Thurs, B-8, 3:30 pm	Planning, Rosemary Medel, 374-1684
7. Environmental Board	Bohr, Cook	1 st Thurs, B-7, 6:30 pm	Planning, Ricky Ramos, 538-5824
8. Finance Board	Individual Appointments	2 nd Wed, B-8, 6:00 pm	Finance, Dan Villella, 536-5225
9. Fourth of July Executive Board	Bohr, Cook	1 st Wed, B-8, 6:00 pm	Com Services, Naida Oslone, 374-5312
10. Historic Resources Board	Carchio, Hardy	3 rd Fri., Art Center, 1:30 pm, as needed	Com Services, Kate Hoffman, 374-1658
11. Human Relations Task Force	Green, Coerper, Cook	1 st Tues, B-8, 6:45 pm	Com. Services, Elaine Kuhnke, 374-5307
12. Investment Advisory Board	Individual Appointments	4 th Wed (Jan, Apr, July, Oct) Council Caucus Room, 6:00 pm	City Treas, Shari Feldennich, 536-5200
13. Library Board	Coerper, Carchio	3 rd Tues, Central Library, 5:00 pm	Library, Ron Hayden, 960-8835
14. Mobile Home Advisory Board	Cook, Carchio	4 th Mon, B-7, 6:30 pm	Econ. Dev., Terri King, 960-8831
15. Personnel Commission	Coerper, Bohr, Hardy	3 rd Wed, B-8, 5:30 pm	Admin./City Services, Irma Youssefleh, 538-5586
16. Planning Commission	Individual Appointments	2 nd & 4 th Tues, 5:15 pm (B-8) 7:00 pm (Chambers)	Planning, Herb Fauland, 536-5438
17. Public Works Commission	Individual Appointments	3 rd Wed, Council Chambers, 5:00 pm	Public Works Robert F. Beardsley, 536-5437
18. Youth Board	Bohr, Hardy	2nd Mon, #2, 4:30 pm	Com Services, Gisela Campagne, 374-5397

CITY OF HUNTINGTON BEACH
Other City and Citizen Committees
(Created by City Council Action)

	Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1.	Ascon/Nest Site Task Force	Hardy, Hansen, Coerper	As Needed	Planning, Rosemary Medel, 374-1684
2.	Specific Events Committee (governed by MC 13.54)	Coerper, Bohr, Green	Thurs, City Hall-Lower Level, 2 pm (As Needed)	Com Services, Naida Osline 374-5312

COMMUNITY GROUPS

(Citizen Members Not Appointed by City Council)

	Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1.	Huntington Beach Council on Aging	Green, Bohr, Coerper	1 st Thurs, Senior Outreach Center, 9 am	Com Services, Janeen Laudénback, 536-5496
2.	Neighborhood Watch	Coerper, Bohr, Carchio	2 nd Tues, Police Dept, 2 nd Flr, Investigation Conf. Room, 6:30 pm (No meeting July, Aug, Dec)	Police, Suzie Walda, 536-5933
3.	Oakview Task Force	Coerper, Bohr, Carchio	3 rd Thurs, Oak View Center, 6 pm	Janeen Laudénback, Com. Services, 536-5496
4.	Sister City Association	Cook, Coerper, Bohr	1 st Wed, Central Library Conference Room, 7 pm	Comm. Svs., Gisela Campagne, 374-5397
5.	3-1 Foundation	Coerper, Green	2 nd Tuesday, 7:30 AM	Pat Dapkus, 536-5579

**CITY OF HUNTINGTON BEACH
COUNCIL COMMITTEES**

Council Committee	Council Committee Members	Meeting Date/Place	Staff Contact
1. Animal Care Services	Bohr, Coerper	As Needed	Pol. Lt. Tom Donnelly - 536-5918
2. Beautification, Landscape, & Tree	Coerper, Hardy, Bohr	4 th Tues, PW Conf. Rm, 3:30 pm	Pub Works, Joyca Greene, 536-5437
3. Citywide Water Quality Subcommittee	Cook, Green, Hardy	Meets Quarterly - Dates to be determined	Pub Works, Geraldine Lucas, 960-8494
4. Communications**	Cook, Coerper, Bohr	3 rd Friday, Rm #1, 10 am	Pub Info, Laurie Payne, 536-5577
6. Economic Development Committee	Mayor, Mayor Pro Tem, Last Past Mayor prescribed EDC Coerper, Cook, Hardy	2 nd Mon, Rm. #2, 2:00 pm (EDC)	Econ. Dev. Stanley Smalewitz, 536-5909
	Downtown - Same as above	4 th Friday, B-8, 8:30 am (Downtown Issues)	
7. Intergovernmental Relations	Hardy, Bohr, Hansen	3 rd Fri., 4 th Floor, Rm. #2, 2:30 pm	Admin, Pat Dapkus, 536-5579
8. Santa Ana River Blue Ribbon Comm.	Carchio, Coerper, Green		Comm. Svs. - Jim Engle 536-5495
9. School District/City Quarterly	Hansen, Bohr, Coerper	4 th Fri, B-8, 12:00 pm (Jan., April, June, Sept.)	Admin, Pat Dapkus, 536-5579
10. Southeast Area	Hardy, Hansen, Carchio	As Needed	Eco Dev, Stanley Smalewitz, 536-5909
11. Strategic Plan Committee (Ad Hoc)	Bohr, Hansen, Hardy	As needed	Admin, Penny Culbreth-Graft 536-5575

** Two members also serve on the PCTA

COMMUNITY & REGIONAL AGENCIES AND COMMITTEES (Appointed by Mayor)

	Name of Agency/Committee	Appointee	Meeting Times	Staff Contact
1.	California Coastal Coalition Board	Bohr, Coerper, Carchio	2-3 meetings/year, various places	Steve Aceti, (760) 944-3584
2.	HB Chamber Business & Government Relations	Cook, Carchio	4 th Wed. ea. Month, 8:00 at Chamber	Pat Dapkus (714) 536-5579
3.	HB Conference & Visitors Bureau	Coerper Cook (Alternate)	2 nd Tues, 11:00 am, HBCVB	Stanley Smalewitz 536-5909
4.	O.C. Coastal Coalition	Coerper, Cook, Bohr	4 th Thurs, Newport Beach Library, 9-11 am	Supervisor Silva's Office 834-3220
5.	O.C. Council of Governments OCCOG (SCAG District 64 Representative)	Cook (Bohr, Alternate) (2 Year term ends in May '08)	4 th Thurs, 9 am, Sanitation District, FV (no meetings July/Dec)	Admin, Pat Dapkus, 536-5579 Annabel Cook, League, 972-0077
6.	O.C. Sanitation District	Green, (Hansen, Alternate)	4 th Wed, 7 pm, Sanitation District, FV (Plus Committee assigned by Chair) 10844 Ellis Ave., FV	Penny Kyle, 593-7130
7.	O.C. Vector Control District	Peter Green -- Chair (Term expires 12/31/07)	3 rd Thurs, 3:30 pm 13001 Garden Grove Blvd.	Vicki Blaylock, 971-2421
8.	OCTA Measure M Growth Management Area 6 (GMA 6)	Coerper (Bohr Alternate)	Annually, typically in May/June	Dave Webb -- 375-5077 (Member - Beardsley)
9.	OCTA West Orange Project Definition Study Policy Committee	Bohr, Coerper	As Needed (OCTA Rm. 103/104)	Pub Works, Bob Stachelski, 375-5523
10.	OCTA - 405 Project Committee	Coerper, Bohr	TBD	Pub Works, Bob Stachelski, 536-5523
11.	Public Cable Television Authority (PCTA)*	Cook, Bohr	2 nd Wed, 8:30 am FV Com. Center -- Rm A/B	Laurie Payne, 536-5577 Marc Jaffe, 968-2024
12.	Santa Ana River Crossings Study (OCTA)	Coerper (Bohr, Alternate)	As Needed Various locations	Bob Stachelski, 536-5523 OCTA, Kia Mortazavi, E560-5741
13.	Santa Ana River Flood Protection Agency (SARFPA)***	Green (Coerper, Alternate)	4 th Thurs, 4 pm (June & Nov) O.C. Water District Office	Deborah Reynolds, 834-5618
14.	Southern California Association of Governments (SCAG) District 64 Delegate	Cook (2 Year term, May of Even Years) <u>Next Appointment in May '08</u>	1 st Thurs, SCAG Offices, Downtown L.A., 9:00 am - 2:00 pm	Barbara Dove, 213-236-1800 Admin, Pat Dapkus, 536-5579
15.	West O.C. Water Board (WOCWB)	Coerper, Hardy	3rd Wednesday of January, April, July and October at the Utilities (formerly Water) Operations Building	Pub Works, Ken Dills, 375-5056
16.	Gateway Cities Joint Powers Authority	Coerper, Bohr	As Noticed	Pam Mendoza (662) 916-1310

*Serves as SCAG District 64 Delegate and OCCOG Primary Representative ** Members also serve on Communications City Council Committee
 *** May also attend Executive Committee meetings on 4th Thursdays at 4 pm (as desired)

CITY COUNCIL APPOINTMENTS BY STATE & REGIONAL AGENCIES (FOR INFORMATIONAL PURPOSES ONLY)

	Name of Agency/Committee	Appointments
1.	League of California Cities – O.C. City Selection Committee	Mayor (prescribed)
2.	League of California Cities – Executive Steering Committee, Orange County Division	Cook and Coerper (1-year term ends in Nov. '07)
3.	League of California Cities – Annual Conference Planning Committee (Meetings occur quarterly prior to Board of Directors' meetings: Jan, Apr, June, & Sept. Fri.)	Cook (appointed by OC League) (1-year term ending 11/07)
3.	League of California Cities – Environmental Quality State Policy Committee (Meetings occur quarterly prior to Board of Directors' meetings: Jan, Apr, June, & Sept. Fri.)	Cook (appointed by OC League) (1-year term ending 11/07)
4.	League of California Cities – Housing, Community and Economic Development (Meetings occur quarterly prior to Board of Directors' meetings: Jan, Apr, June, & Sept. Thurs.)	Hardy (appointed by OC League) (1-year term 11/07)
5.	League of California Cities – Public Safety (Meetings occur quarterly prior to Board of Directors' meetings: Jan, Apr, June, & Sept. Thurs.)	Coerper (appointed by OC League) (1-year term 11/07)
6.	Orange County Coast Association – Meets 8 times/year; Membership is comprised of 7 coastal cities (Seal Beach, HB, Costa Mesa, Laguna Beach, Dana Point, Newport Beach, San Clemente) Contact: Jim de Boom, Executive Vice President (714) 921-8655 FAX (714) 921-8655	Directors – vacant (2-year terms)
7.	O.C. Council of Governments (OCCOG) 4 th Thurs. 9 am. Sanitation District FV (no meetings: July/Dec)	Green (appointed by OCTA)
8.	Orange County Emergency Medical Care Committee (4 th Friday, Even Months, 9:00 AM)	Green - Appointed by Supervisor Silva
9.	Orange County Harbors, Beaches and Parks Commission (1 st Thursday, County Hall of Administration Planning Commission Hearing Rm., 7 pm)	Cook - Coastal Rep. Term Expires 5/05 Appointed by City Selection Committee
10.	Orange County Harbors, Beaches and Parks Commission (1 st Thursday, County Hall of Administration Planning Commission Hearing Rm., 7 pm)	Green – Appointed by Supervisor Silva (Term coincides with Supervisor Silva)
11.	Orange County Transportation Authority Board (2 & 4 Monday each month at 9:00 AM) Contact: Wendy Knowles at 560-5676	Green – Appointed by City Selection Committee 11/07 – 1 Year Term
12.	OCTA Citizen Advisory Committee	Coerper, appointed by OCTA Board – 3 rd Tuesday
13.	Orange County Water Task Force (Contact: Mike Wellborn, County of Orange, 834-2486) (As Needed)	Cook- Ad Hoc County Committee Appointed by League Pres. - Ongoing
14.	SCAG – Energy & Environment Committee 1 st Thurs. 10 am, SCAG Offices, Downtown L.A.	Cook –Representative, Appointed by OCCOG
15.	SCAG –Community, Economic, & Human Development 1 st Thurs. 10 am, SCAG Offices, Downtown L.A.	Green –Representative, Appointed by OCCOG
16.	SCAG –Community, Economic, & Human Development 1 st Thurs. 10 am, SCAG Offices, Downtown L.A.	Coerper –Representative, Appointed by OCCOG
17.	Waste Management Commission (2 nd Thursday, 2 pm, 320 N. Flower St., 2 nd Floor Multi-Purpose Room, Santa Ana)	Green – Appointed 1/03 by O.C. Division (Term expires March 2005)
18.	Veteran's Advisory Council	Coerper – Appointed 3/20/03 (Term coincides with Supervisor Silva)

2006/07 COUNCIL/STAFF LIAISON LIST

STAFF APPOINTMENTS	
1. H. B. Chamber, Business & Government Relations Committee	Pat Dapkus
2. City Engineers' Flood Control Advisory Committee	Bob Beardsley (2 nd District)
3. OCCOG TAC	Pat Dapkus
4. OCTA Technical Advisory Committee	Travis Hopkins - Bob Stachelski (Alt)
5. Association of Public Treasurers of the United States and Canada Board	Shari Freidenrich, At-Large Director
6. O.C. Regional Water Quality Management	Bob Beardsley
7. City Managers' Water Quality Task Force	Paul Emery
8. Orange County NPDES Technical Advisory Committee	Bob Beardsley

City of Huntington Beach
Human Resource Key Priorities
Immediate = Within six months
Short Term = Six months to 2 Years

Project	Completion Goal	Comments
Update Employee-Employer Relations Resolution (EERR)	Immediate	In progress; estimated completion in late Spring (last amended in 1984)
Audit of Administrative Regulations (city-wide) for updates	Immediate	Project work to be scheduled
Policy Development Work per MOU Provisions	Immediate	Topics: Use of Association Business Time (MEA), Voluntary Catastrophic Leave Donation Program, Return To Work Program, Controlled Substance and Alcohol Testing (reasonable suspicion) and Update to the Dept. of Transportation (DOT) Random Controlled Substance and Alcohol Testing (for safety sensitive licensed drivers)
Review Performance Evaluation System	Short-Term	Process/form review (include job specification review)
Labor Negotiations	Immediate	FMA (exp. 6/30/06), MSOA (exp. 9/30/06), MEO (exp. 12/19/06) and SCLEA (exp. 12/31/06) in progress. To begin with MEA (exp. 6/30/07) in 2007.
Labor Negotiations	Immed/Short-Term	HBFA MOU Joint Total Comp Study to begin in early 2007 and negotiations following (contract exp. 9/24/07)
Update Personnel Rules	Immediate (Phase I) to Short-Term (Phase II)	Phase I to cover non-substantive changes and Phase II to cover substantive changes that will require review on mandatory subjects of bargaining (adopted 1974)
Implementation of HR Recruitment Tools	Immediate	GeoGov under review - an online application and applicant tracking software

ITEM # 5a



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Brigitte Charles, Principal Human Resources Analyst

SUBJECT: **Proposed Class Plan Amendment – Water Equipment Operator**

DATE: February 21, 2007

DISCUSSION

Beginning in early 2004, staff presented to the Personnel Commission changes to classifications in the utilities job family as a result of regulations enacted by the California Department of Health Services (DHS) which required certain certifications for chief operators and shift operators of water distribution systems. City staff obtained the necessary certificates based upon the City's service area designation (Distribution V, Treatment II facility) as set by the DHS and per the recommendation of the Public Works Department/Utilities Division. Because the Water Equipment Operator is second in command on a crew and thus may be required to serve as a shift operator, Human Resources has been requested to revise the certification requirements for Water Equipment Operator by adding a California Grade III Water Distribution Certificate (D-III), which is required of shift operators.

Adding a Grade III Water Distribution Certificate will address the need for this position to act as the shift operator in the absence of a Leadworker. There is no impact on current incumbents in this classification. However, the City currently has one vacancy for this position and seeks to recruit individuals who possess a D-III certificate.

The Huntington Beach Municipal Employees' Association (HBMEA) represents this position. Staff has met and discussed this change with the HBMEA and they concur with the revision to the job specification.

RECOMMENDATION

Approve the revised job specification for the classification of Water Equipment Operator, amending the City's Classification Plan.

Attachment: Legislative Draft – Water Equipment Operator Job Specification

cc: Robert F. Beardsley, Director of Public Works
Elisabeth Bodine, HBMEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER EQUIPMENT OPERATOR

FEBRUARY 2007
DATE: DECEMBER, 2001

JOB CODE: 0364
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, operates a variety of maintenance vehicles and equipment to repair and maintain City water distribution systems, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Water Equipment Operator is a single position job class with responsibility for operating a variety of equipment used to maintain the City's water distribution system. This position may have supervisory responsibility in the absence of the Leadworker.

EXAMPLES OF ESSENTIAL DUTIES

Receives work orders or project assignments from supervisor; assembles and prepares equipment and tools necessary to complete assignments; establishes a safe work area and coordinates activities with employees, contractors or the general public as necessary.

Operates a variety of maintenance equipment including but not limited to backhoes, loaders, boom, water and dump trucks, forklifts and other water maintenance equipment. Performs duties associated with equipment such as installation, repair and maintenance of water distribution lines.

Responds to emergency calls for service on a call-out basis, and works outside of normal business hours as needed; observes standard operating procedures and safety practices.

Attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER EQUIPMENT OPERATOR

FEBRUARY 2007
DATE: DECEMBER, 2001

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City water distribution systems; trenching and shoring, and confined space regulations traffic safety laws and regulations and proper vehicle operations; machinery, equipment and tools necessary for the maintenance of water systems; occupational hazards and safety precautions applicable to operation of various types of heavy equipment.

Ability to: Read and follow work orders and instructions; operate heavy equipment; use hand and power tools; follow safety practices and recognize hazards; carry out work assignments as instructed; maintain accurate records; communicate effectively orally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: The equivalent of a high school diploma.

Experience: Two (2) years of general water maintenance experience.

Certifications/License: Possession of a valid California motor vehicle operator's Class A license; **State of California Grade III Water Distribution certification.**

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves moderate to heavy work in all types of weather, potential physical harm. There is frequent need to stand, sit, stoop, walk, lift heavy objects (up to 100 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 5b



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Brigitte Charles, Principal Human Resources Analyst

SUBJECT: **Proposed Class Plan Amendment – Helicopter Maintenance Technician**

DATE: February 21, 2007

DISCUSSION

In preparation for a recruitment process to fill a current vacancy in the Police Department, a proposal to revise the minimum qualifications in terms of the experience and certification requirement for the position of Helicopter Maintenance Technician has been considered by Human Resources. The proposal is based on a reasonable level of flexibility to ensure a sufficient number of applicants for consideration in the recruitment and selection process. The proposed change is to list experience with MD500 series helicopters as being preferred (i.e. not required) and also to prefer "Inspectors Authorization" under certification rather than require such authorization.

As information, there are only approximately 100 MD500 series helicopters in service in the U.S., so recruiting individuals with this level of experience will be extremely difficult. It is more important that candidates have experience in maintaining helicopters. As regards the Inspectors Authorization, it is unlikely that applicants at this level would have such certification. The Federal Aviation Administration only requires one individual in the Aero Shop to have this certification. This certification is already a requirement in the Senior Helicopter Maintenance Technician classification; and, therefore, is not necessary at the lower level.

The Huntington Beach Municipal Employees' Association (HBMEA) represents this position. Staff has met and discussed this change with the HBMEA and they concur with the revision to the job specification.

RECOMMENDATION

Approve the revised job specification for the classification of Helicopter Maintenance Technician, amending the City's Classification Plan.

Attachment: Legislative Draft – Helicopter Maintenance Technician Job Specification

cc: Ken Small, Police Chief
Elisabeth Bodine, HBMEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: HELICOPTER MAINT TECHNICIAN

FEBRUARY 2007
DATE: DECEMBER, 2001

JOB CODE: 0337
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, repairs and provides preventive maintenance service of the City's helicopters and hangar facilities; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Helicopter Maintenance Technician is a skilled mechanic that maintains the City's helicopters and hangar facilities. It is distinguished from the Senior-level class, a working supervisor which leads skilled mechanics engaged in the maintenance and repair of the City's helicopter fleet.

EXAMPLES OF ESSENTIAL DUTIES

Inspects all airframes and engines for flight safety; repairs all calendar/time limited aircraft components, performs daily pre-flight operations of all electrical, radio and law enforcement equipment, diagnose mechanical, electrical, hydraulic, structural or other problems and malfunctions, determines type, extent, cost and repair required.

Performs preventative maintenance, routine service work and replaces worn or defective parts as necessary. Fabricates parts as required; installs and maintains police equipment such as radios, searchlights, etc.; tests and adjusts rotor balance and track. Performs periodic safety inspections; identifies and corrects safety hazards.

Maintains detailed inspection and repair records; maintains inventory of necessary parts and equipment; cleans and maintains tools and equipment. Installs and maintains law enforcement equipment; maintains hangar facility; interacts with regulatory agencies.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



FEBRUARY 2007

TITLE: HELICOPTER MAINT TECHNICIAN

DATE: DECEMBER, 2001

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Federal Aviation Administration (FAA) regulations, FAA repair station manual, manufacturers' maintenance manuals, tools and equipment needed to perform helicopter maintenance and repair work; occupational hazards and safety practices applicable to aviation maintenance operations.

Ability to: Read and interpret manufacturers' maintenance manuals and electronic schematics; troubleshoot and repair mechanical/electronic/hydraulic malfunctions; maintain accurate records; use hand and power tools; operate personal computer and electronic test equipment; establish and maintain effective interpersonal relations with those contacted in the course of work; communicate effectively, both orally and in writing.

Education: The equivalent of a high school diploma supplemented by the completion of advanced technical training in aviation maintenance.

Experience: A minimum of three (3) years of aviation maintenance experience on the MD500 series helicopter and working under the FAA rules, regulations and standards.

Aviation maintenance experience on the MD500 series helicopter is preferred.

Certifications/License: FAA Airframe and Powerplant (A & P) Mechanics Certification and Inspectors Authorization; other licenses/certifications may be required. Possession of a valid California motor vehicle operator's license. **Inspectors Authorization is preferred.**

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to dangerous machinery, hazardous chemicals, extreme weather conditions, confined spaces and potential physical harm. There is frequent need to stand, stoop, walk, climb, balance, work in confined spaces, lift heavy objects (up to 75 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM #5c



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Brigitte Charles, Principal Human Resources Analyst

SUBJECT: **Proposed Class Plan Amendment – Personnel Analyst**

DATE: February 21, 2007

DISCUSSION

With the approval by the City Council of the addition of two Personnel Analysts to the Human Resources Department and a change in the City's table of organization whereby these two new positions will be allocated to a Recruitment & Selection Unit and a Benefits & Training Unit, staff is recommending a revision to the example of essential duties and minimum qualifications for the Personnel Analyst classification. This will facilitate recruitment efforts and flexibility in attracting a wider range of qualified applicants.

Currently, the classification calls for one year of experience in only recruitment, testing and selection under a merit system and does not include examples in the area of benefits administration. By broadening this to include experience either in recruitment, testing and selection; employee benefits or general personnel administration, a broader scope of experience and additional potential candidates can be identified.

This position is designated as a Non-Represented (Non-Associated) classification.

RECOMMENDATION

Approve the revised job specification for the classification of Personnel Analyst, amending the City's Classification Plan.

Attachment: Legislative Draft – Personnel Analyst

cc: Bob Hall, Deputy City Administrator

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PERSONNEL ANALYST/PERSONNEL ANALYST, SENIOR

FEBRUARY 2007
DATE: OCTOBER, 2001

JOB CODE: 0453 / 0464
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: NON-ASSOCIATED
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Performs a wide variety of professional, technical and analytical duties in support of the City's human resources system, including responsible staff work in recruitment and selection, classification, compensation, and other employee related programs.

DISTINGUISHING CHARACTERISTICS

Personnel Analyst – Under direct supervision, this is the entry-level class in the Personnel Analyst series. This class is distinguished from the Personnel Analyst, Senior by the performance of the more routine tasks and duties assigned to positions within the series. Employees must have directly related work experience or education and are assigned **benefits administration** or recruitment, selection, testing and examination projects requiring independent judgment and initiative. Incumbents are held directly responsible for the technical adequacy, prioritization and time management of their work. Experience gained in this class may serve to meet minimum requirements for advancement to Personnel Analyst, Senior.

Personnel Analyst, Senior – Under general direction, this is the journey level class in the Personnel Analyst series. Employees within this class are distinguished from the Personnel Analyst, Principal by the difficulty, scope, complexity, and autonomy of the work performed. Employees are typically assigned significant professional responsibilities requiring the exercise of independent judgment in the performance of all duties.

EXAMPLES OF ESSENTIAL DUTIES

Plans, designs, and develops recruitment and selection materials and administers examinations for City positions; composes job bulletins and recruitment information; recommends, schedules and coordinates advertising activities in appropriate media; scores and analyzes the results of written, oral, performance and other related employee selection examinations; responds to inquiries regarding employment opportunities with the City; **assists with implementation of the City's comprehensive employee benefits programs, including health, dental, vision, pension, long-term disability, 457 accounts and employee assistance programs; assists with training to ensure**

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PERSONNEL ANALYST/PERSONNEL ANALYST, SENIOR

FEBRUARY 2007
DATE: OCTOBER, 2004

compliance with the Family Medical Leave Act/ADA/FEHA requirements; develops and revises classification specifications; conducts job analyses and prepares recommendations regarding classification of positions; identifies issues; collects data; analyzes alternatives and makes recommendations; researches rules, regulations, laws, and policies in order to make recommendations on personnel matters; assists in the administration of labor agreements by investigating complaints and grievances, explaining contract provisions, and responding to inquiries from employees; conducts studies and prepares and presents written and oral reports relating to various aspects of personnel administration; develops, analyzes, and responds to salary and benefit surveys, including establishing classification comparabilities and analyzes results to prepare reports; participates in research, evaluation, and negotiation of proposed contractual obligations and agreements; coordinates assigned services and project activities with other City departments, divisions, boards, committees, task forces, external organizations, and the general public; respond to and resolve difficult and sensitive inquiries and complaints; attends and participates in professional group meetings; and performs related duties and responsibilities as required.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles and practices of personnel administration including job analysis, position classification, compensation, recruitment and selection; statistical principles and research methods; principles and practices of public administration and organizational development; salary and benefit administration; English usage, spelling, grammar, and punctuation; modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications; pertinent Federal, State, local codes, laws, and regulations.

Ability to: Perform professional, technical and analytical personnel tasks; understand City personnel programs and policies and interpret them to employees and the general public; understand the organization and operation of the City and outside agencies as related to the personnel function; effectively use job advertising sources, methods and techniques; conduct job analyses and classification analyses; respond to personnel

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PERSONNEL ANALYST/PERSONNEL ANALYST, SENIOR

FEBRUARY 2007
DATE: OCTOBER, 2001

related requests and inquiries from City employees and the general public; collect, compile and analyze information and data; write clear, concise and accurate reports and job descriptions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; deliver quality customer service; organize and coordinate projects and prioritize activities to meet established deadlines; operate a variety of office equipment including a computer and associated word processing applications.

Personnel Analyst

Education: Education equivalent to graduation from a four-year college with a Bachelor's degree in industrial relations, psychology, business or public administration or a related field.

Experience: One year of experience in the recruitment, testing and examination under a merit system; **employee benefits or general personnel administration.** A Master's degree in industrial relations, psychology, business or public administration may substitute for the experience required.

RECLASSIFICATION REQUIREMENTS

Upon satisfactory completion of two years of experience or one year of satisfactory job performance with possession of a Master's degree, incumbent will be eligible for reclassification to the classification of Personnel Analyst, Senior with departmental approval.

Personnel Analyst, Senior

Education: Equivalent to graduation from a four-year college with a Bachelor's degree in industrial relations, psychology, business or public administration or a related field.

Experience: A minimum of three years of experience in recruitment, testing and examination under a merit system; classification and compensation or general personnel administration. A Master's degree in industrial relations, psychology, business or public administration may substitute for one year of experience.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 5d



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Bob Hall, Deputy City Administrator

SUBJECT: Liability Claims Coordinator

DATE: February 21, 2007

DISCUSSION

At the February 20, 2007 City Council meeting, the City Administrator proposed a change in the City's table of organization by creating a Human Resources Department to better serve the needs of an organization with 1,100 full-time employees. The department will be responsible for two functions—human resources and risk management. In achieving this revised structure, it was proposed that a vacant position of Claims Supervisor be reallocated to a Liability Claims Coordinator to handle the increasingly complex duties of this division. Workers' compensation laws and public liability laws continue to evolve with revisions in State law and require a greater level of expertise. Further, in combination with the recent hiring of a Safety Officer, this proposed classification will complement the City's efforts to be more proactive in working more closely in managing claims that require additional time and technical expertise.

The Liability Claims Coordinator will be responsible for the claim adjustment functions for liability claims against the City, including investigation, evaluation and assistance in determining settlements, handle property insurance claims, assigned loss control activities, and may assist with workers' compensation claims. The minimum qualifications for this position are a Bachelor's degree and four years of progressively responsible experience. The position would report to the Risk Manager.

A survey of the City's benchmark agencies showed a limited number of organizations with comparable positions. Therefore, the proposed compensation factored in internal alignment considerations for positions having duties with similar levels of knowledge, skills and abilities; education and experience requirements—Administrative Analyst, Personnel Analyst, Payroll Analyst and Senior Crime Analyst. The recommended base salary range for Liability Claims Coordinator is R523 (\$5,132-\$6,358), which is 29% below the Risk Manager.

The Liability Claims Coordinator classification is determined to be a classification represented by the Huntington Beach Management Employees Organization (MEO). Staff has met with MEO, and they concur with the establishment of this classification.

RECOMMENDATION

Approve the new class title and job specification for the position of Liability Claims Coordinator, amending the City's Classification Plan and provide advisory comments on proposed compensation.

Attachment: Legislative Draft – Liability Claims Coordinator Job Specification

cc: Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LIABILITY CLAIMS COORDINATOR

DATE: February 2007

JOB CODE: XXXX
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DRAFT

DUTIES SUMMARY -- Under direction of the Risk Manager, is responsible for the claim adjusting functions for liability claims against the City, including investigating, evaluation and assisting in determining settlements; handles property insurance claims, and loss control activities as assigned; and may be required to handle workers' compensation claims.

DISTINGUISHING CHARACTERISTICS -- This position requires seasoned judgment and well developed technical expertise. This work is of a confidential nature and must be handled with a considerable degree of tact and sensitivity. The position reports to the Risk Manager, and may be required to work with the City Attorney and his/her staff, as well as additional departmental staff.

EXAMPLES OF ESSENTIAL DUTIES – Reviews all incoming liability claims against the City to determine if proper information and documents are attached; requests missing or additional information from the claimant and other appropriate parties. May be required to investigate claims by interviewing the claimant, witnesses, claimant's attorney, City employees and department heads; take written statements from appropriate parties; photograph accident scenes, review accident reports, and check with Index Bureau for claimant's accident history; prepares preliminary determination of the settlement value of claims, may notify City's excess insurance pool of claims with potential to exceed City's self-insured retentions; set and reevaluates claim reserves according to the revised estimates. Assist City Attorney's office and outside counsel; may represent City in court and settlement conferences; monitors litigated claims cases; participates in City claim settlement conferences along with appropriate parties; researches, gathers and maintains data necessary for the preparation of budgets, insurance renewals, actuarial studies and audits; coordinates with loss control staff to identify liability exposures, suggest loss prevention measures. May assist in subrogation recoveries; handle or assist in handling property insurance claims, workers' compensation claims, or loss control activities; provides courteous and expeditious customer service to the general public and City department staffs; and performs related work as assigned.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. City Council/Administration, at it's discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS: *Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

Knowledge of: Methods and techniques used in liability claim adjustments; risk management principles and practices; principles of claim negotiations and methods for establishing claim reserves; Workers' Compensation claims and loss control activities; principles and practices of quality customer service. Tort law, contract law, and pre-trial discovery procedures is desirable.

Ability to: Prepare reports and documents for litigated and non-litigated liability claim; negotiate effectively with claimants and their attorneys to reach tentative settlements; interview claimants and witnesses to obtain facts about the incidents; analyze and adjust claim reserves based on claim dispositions; establish and maintain appropriate professional liability claims office procedures; process property claims expeditiously while exercising good judgment; operate personal computer and related software and reporting tools; maintain effective working relationships with those contacted in the course of work; communicate effectively both orally and in writing; deliver quality customer service.

Education: A Bachelor's Degree Public or Business Administration, occupational safety, psychology, or a closely related field.

Experience: Four years of progressively responsible experience in reviewing, processing, evaluating, negotiating, and recommending settlements related to liability claims. Public Agency experience is highly desirable.

License or Certificate: Possession of a valid Class "C" California Driver's License.

ITEM #6

MEMORANDUM

TO: MEMBERS OF CITY OF HUNTINGTON BEACH PERSONNEL COMMISSION MATTER ID: 511-11538

FROM: JAMES A. MURPHY, LEGAL COUNSEL TO THE PERSONNEL COMMISSION

DATE: JANUARY 8, 2007

RE: *Copley Press v. Superior Court*

Review of *Copley Press Inc. v. Superior Court* (2006) 39 Cal.4th 1272.

On August 31, 2006 the California Supreme Court published *Copley Press Inc. v. Superior Court*, a lengthy but important decision for administrative agencies which hear disciplinary matters concerning police officers, such as the Personnel Commission. *Copley* is important because it examines whether the records concerning a peace officer were appropriate for disclosure pursuant to California's Public Records Act, when the records were requested, not from the police department, but from the administrative body as part of its record of the disciplinary hearing.

I. ISSUE.

Issue: Does the California Public Records Act (Gov. Cd. § 6250, et seq.) require disclosure of records relating to a peace officer's administrative appeal of a disciplinary matter?

II. SUMMARY OF HOLDING.

The California Supreme Court addressed the balance between the public's right to know under the Public Records Act, and the government's need to withhold personnel information regarding peace officers, and found in favor of privacy. It held that information which was developed as evidence or findings in an administrative hearing was tantamount to personnel information about a public safety officer, and that the balance augured in favor of protecting the officer's privacy. As a result, the hearing records relating to the police officer were deemed exempt from production under the Public Records Act.

III. DISCUSSION.

Resolution of the issue requires the balancing the state's interests in maintaining an open and transparent government, as set forth in California's Public Records Act ("CPRA"), with privacy interests and the need to preserve the confidentiality of peace officers' information, as

set forth in the Penal Code. *Copley, supra.* at 1282. It further requires finding that the prohibitions on production of personnel records found in the Penal Code have been incorporated into California's Public Records Act.

A. CPRA.

California's Public Records Act ("CPRA") was passed in 1968 "for the purpose of increasing freedom of information by giving members of the public access to information in possession of public agencies." Basically, CPRA deems that public access to information concerning the conduct of the peoples' business is a fundamental and necessary right.

The Act provides that "public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided." Gov. Cd. § 6253(a).

1. Public Record.

Public record is broadly defined to "include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. Gov. Cd. § 6242(e).

2. Local Agency.

Local agency includes a county, city, whether general law or chartered...or any board, commission or agency thereof. Gov. Cd. § 6252(a).

The case found the Civil Service Commission to be a local agency whose records qualified as public records. *Copley, supra.* at 1282.

3. Statutory Exemptions.

The right of access to public records is not absolute. CPRA recognizes, as does the federal Freedom of Information Act, 5 U.S.C. § 552, et seq., that there are exceptions to the "public's need to know." Specifically, in the state legislation these exemptions are found at Gov. Cd. §§ 6254 (c) and (k). Subdivision (c) exempts "personnel, medical or other similar files, the disclosure of which would constitute an unwarranted invasion of privacy." Subdivision (k) incorporates into CPRA the prohibitions on disclosure of any records protected from disclosure under other federal or state law.

B. Penal Code.

California's Penal Code § 832.7(a) provides specific protections for personnel information about peace officers, and defines this information as being "confidential and shall not be disclosed in any criminal or civil proceeding except by discovery pursuant to Sections 1043 and 1046 of the Evidence Code [*Pitchess Motion* procedure]. "

Penal Code § 832.8(a-e) set forth that a peace officer's personnel file is "any file maintained under [an officer's] name by his or her employing agency and containing records

relating to,’ among other things, ‘personal data, employee advancement, appraisal, or discipline, and complaints, or investigation of complaints, concerning an event or transaction in which he or she participated, and [information] pertaining to the manner in which he or she performed his or her duties.’ *Copley*, supra. at 1283.

Penal Code § 832.5(b) indicates that “the general personnel file is the file maintained by the agency containing the primary records specific to each peace or custodial officer’s employment, including evaluations, assignments, status changes and imposed discipline.”

IV. FACTUAL BACKGROUND OF CASE.

In January 2003 *Copley Press*, which publishes the San Diego Union-Tribune, attempted to attend a closed session of a San Diego County Civil Service Commission. The hearing concerned a deputy sheriff’s appeal of his termination, and the Commission denied the request.

Following the hearing *Copley* filed several CPRA requests for documents filed with, submitted to, or created by the Commission concerning the appeal (including its findings), and tape recordings of the hearing. The Commission withheld most of the requested information, including the identity of the officer.

Copley then filed a petition for a writ of mandate in the Superior Court seeking the Court to order the Commission to provide access to the records, and to hold a public hearing. The unions representing the local police and sheriffs intervened on the side of non-disclosure, and on May 14, 2003 the trial court denied the requested relief.

Copley then made further requests to the Commission for more documents. In response the Commission provided additional documents, including a termination order which cited the grounds for discipline, the findings of fact supporting each ground, and the hearing officer’s recommendation that the Commission accept a stipulation disposing of the appeal. “The termination order indicates that the order was based upon the deputy’s failure to arrest a suspect in a domestic violence incident despite having probable cause to do so, failure to prepare a written report documenting the incident, and dishonesty in falsely indicating in the patrol log that the victim bore no signs of injury and the suspect was ‘gone on arrival.’” *Copley*, supra at 1280.

Per the stipulation the deputy voluntarily resigned and withdrew the appeal, and the department withdrew the termination – agreeing to change the discharge status to “terminated-resigned by mutual consent” and to “line out” the untruthfulness charge. *Copley*, Id.

Unsatisfied with the Commission’s production, *Copley* appealed the court’s May 14, 2003 order, seeking the identity of the officer plus all documents and evidence from the hearing.

The Court of Appeal granted *Copley*’s appeal.

1. The appellate court agreed that the Penal Code restrictions on the disclosure of information from a police officer’s personnel file were incorporated into CPRA by virtue of subsection (k) of the statute. However, it determined that the exemptions did not apply.

The Court of Appeal held that this bar on disclosure, “applied only to the files maintained by the employing agency of the police officer...” *Copley*, *supra.* at 1281 (emphasis in original).

The Court of Appeal also determined that the confidentiality provisions of the Penal Code did not apply if the information about the peace officer came from a source other than the personnel file maintained by the employing agency. It further concluded that the penal code confidentiality protections did not apply to, “testimony of percipient witnesses to events, or from documents not maintained in the personnel file...even though that information may be identical or duplicative of information in the personnel file.” *Copley*, *Id.*

The Court of Appeal determined that the Commission’s records were not documents from the officer’s personnel file, and thus were not protected by the definitional limitations set forth in the Penal Code. Therefore, a CPRA request for the documents could not be protected under the exemptions incorporated into subdivision (k) of CPRA, via the Penal Code. This is because the documents did not strictly meet the protection test established under the Penal Code. *Copley*, *Id.* The documents requested were not documents of the employer held in the officer’s personnel file, they were documents of another administrative agency.

Likewise, the court denied protection to the requested documents under subdivision (c) of the CPRA (Gov. Cd. § 6254(c)) – the general exemption provided for “personal, medical or similar files, the disclosure of which would constitute an unwarranted invasion of privacy” – on the grounds this protection applied only to information that was “within the definitional limitation of Penal Code § 832.8.” *Copley*, *Id.* In other words, in order for records to be protected under CPRA’s general privacy exemption the records would again have to be part of the personnel file maintained by the officer’s employing agency. *Copley*, *Id.*

As a result the Court of Appeal concluded that the Commission erred when it determined that Copley’s CPRA requests were exempt from production, and ordered release of the requested documents including the name of the officer.

The intervening unions appealed to the Supreme Court.

V. SUPREME COURT REVIEW.

The Supreme Court’s analysis begins with the premise that the right of access to public records under CPRA is not absolute, and requires a balance between the public’s right to access public information and the government’s need to preserve confidentiality. *Copley*, *supra.* at 1282.

The Supreme Court indicated that when an agency denies a CPRA request that it may only do so only “by demonstrating that the record...is exempt under one of the CPRA’s express [exemption] provisions...or that on the facts of the particular case the public interest served in not disclosing the record clearly outweighs the public interest served by disclosure of the record.” *Copley*, *supra.* at 1283. Because the Commission relied upon CPRA’s subsection (c) and (k) to deny the request, the court revisited the rulings of the appellate court as to whether these exemptions justified the Commission’s position.

A. Scope of the Penal Code's Confidentiality Protections.

Are the Penal Code protections from disclosure of peace officer personnel information only applicable to criminal and civil proceedings? Or are they also applicable to administrative hearings?

Copley argued that the confidentiality provisions incorporated into P.C. § 832.7 protected officer personnel records only from production in civil or criminal proceedings, not administrative proceedings. *Copley, supra. at 1284.*

However, the Supreme Court determined that the protections articulated in the Penal Code were not exclusively limited to criminal and civil proceedings. This is because, while the statute makes reference to the officer's personnel records being protected from disclosure in criminal and civil proceedings, it does not limit the protection only to criminal and civil proceedings. *Copley, supra. at 1284-5.* The court also found that limiting the exemptions to only criminal and civil proceedings, but authorizing disclosure of the same information if presented in an administrative forum via a CPRA request would emasculate the protection. "Section 832.7's protection would be wholly illusory unless [we read] that statute...to establish confidentiality status for [the specified] records beyond criminal and civil proceedings. (citing cases) We cannot conclude the Legislature intended to enable third parties, by invoking CPRA, so easily to circumvent the privacy protection granted under section 832.7. We therefore reject Copley's argument that section 832.7 does not apply beyond criminal and civil proceedings..." *Copley, supra. at 1286.*

B. Do the records of a Commission's disciplinary hearing qualify for protection as records of the police officer's employing authority?

After rejecting the appellate court's determination that CPRA's subsection (k) did not incorporate the protections of the Penal Code for administrative hearings, the Supreme Court next addressed appellate court's holding that the Commission's records did not qualify under the exemption because they were not records of the officer's employing agency.

Copley asserted that the Commission's records were not the records of the police officer's employing authority, but were distinct records of an administrative commission. Therefore, per Copley, the Commission's hearing records failed to meet the strict parameters of the exemption, because in order to be protected the records had to be those of the officer's employer.

The Supreme Court took an extremely broad interpretive approach to this issue. It found that phrase "employing agency" had not been defined by this section of the Penal Code. *Copley, supra. at 1288.* It also found that the Commission was a department of the County which was designated to hear appeals from various punitive actions taken against peace officers. The court found that in this capacity the Commission was performing the administrative appeal function which the Public Safety Officer Procedural Bill of Rights Act ("PSOPBOR"), Gov. Cd. §3300, et seq., guaranteed all peace officers in the state. Namely, that a public agency is prohibited from taking punitive action against any non-probationary peace officer without providing the officer with an opportunity for appeal. *Copley, supra. at 1287.*

It indicated that the Commission was, in essence, an extension of the officer's employer in providing the officer the necessary appellate forum guaranteed by the PSOPBOR, and as such it was functioning as part of the officer's employing agency. *Copley, supra. at 1288*. Therefore, the Commission's file regarding an officer's disciplinary appeal constitutes a file maintained by the officer's employing agency – within the meaning of P.C. § 832.8. This in turn means that the records of the officer's disciplinary hearing before the Commission fell within the CPRA exemption, and were not subject to Copley's public records request.

There were two other arguments which the Supreme Court presented for considering the Commission's records to be records maintained by the employing agency.

1. Must be consistent.

The first additional argument being that the Penal Code dictates that complaints against officers which the employing agency determines to be frivolous, unfounded or exonerated shall not be held in the officer's personnel file. This is to assure that the officers are not penalized by false charges languishing in their personnel files. However, if the employing agency utilized the Commission to review a complaint and the Commission determined the complaint was frivolous or unfounded, Copley's argument was that the Commission's record of its review of the complaint should be available for public review. According to Copley, because the Commission is not the employer, its records are available to the public, even though the same records would not be reviewable if the identical request was made to the employing agency. The Supreme Court found that Copley's interpretation of the requirements for handling and retention of records by the employing police department, versus the handling and retention requirements of the same records by the Commission, created an inconsistent and unintended anomaly in the legislation. *Copley supra. 1288-9*.

2. Being the actual employer is not the test for Commission records.

Lastly, Copley argued that the Commission did not employ any peace officers, therefore, it was not an employer of peace officers and its records did not qualify as records maintained by an employing agency under Section 832 of the Penal Code. However, the Supreme Court simply referred to its previous position that the Commission was "functioning as part of a department or agency that employs peace officers and that any records it maintains regarding such appeals are being maintained by such a department or agency." *Copley supra. at 1290*.

Thus, the Commission, when sitting in review of an appeal by a peace officer which may result in punitive action, is deemed to be the functional equivalent of the officer's employing authority hearing the officer's PSOPBOR appeal.

VI. CONCLUSION.

In conclusion, *Copley* shows that Commission records of peace officer disciplinary appeals are accorded the same protections as the records in an officer's personnel file under the Penal Code. Because these records qualify as exemptions to the disclosure requirements of California's Public Records Act they should not be produced pursuant to a CPRA request.

**ITEM # 9a –
Memorandum of Understanding
included separate with packet**

R. Hall, DCA
S. Henderson, HR

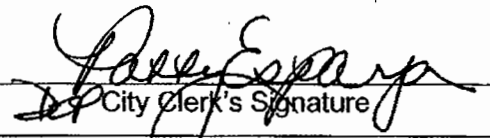
REQUEST FOR ACTION

RECEIVED

MEETING DATE: 7-17-06

DEPARTMENT ID NUMBER: ADCS-06-22
2006 JUL 18 PM 4: 53

CITY CLERK
CITY OF
HUNTINGTON BEACH

Council/Agency Meeting Held: <u>7/17/06</u>	 City Clerk's Signature
Deferred/Continued to: _____	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
Council Meeting Date: 7/17/06	Department ID Number: ADCS-06-22

CITY OF HUNTINGTON BEACH REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY: 
PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR

PREPARED BY: ROBERT HALL, DEPUTY CITY ADMINISTRATOR 

SUBJECT: APPROVAL OF THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY AND THE HUNTINGTON BEACH POLICE
MANAGEMENT ASSOCIATION

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue:

Should the City and the Huntington Beach Police Management Association (PMA) enter into a new Memorandum of Understanding (MOU) covering the period July 1, 2006 through June 30, 2010?

Funding Source:

Funding is contained in the current Fiscal Year 2005/2006 budget and funding will be included in the budgets for Fiscal Years 2006/07, 2007/08, 2008/09 and 2009/10. The cost to implement the PMA MOU in the current Fiscal Year is \$47,637 from July 1 through September 30, 2006; \$181,526 in Fiscal Year 2006/07; \$140,592 in Fiscal Year 2007/08; \$168,444 in Fiscal Year 2008/09; and, \$129,995 from October 1 through June 30, 2010 in Fiscal Year 2009/10. Total estimated cost of this Memorandum of Understanding for a four-year term is \$668,200.

Recommended Action: Motion to:

Adopt Resolution No. 2006-43, a Resolution of the City Council of the City of Huntington Beach approving and implementing the Memorandum of Understanding between the City of Huntington Beach and the Huntington Beach Police Management Association for the term of July 1, 2006 through June 30, 2010.

F-1

REQUEST FOR ACTION

MEETING DATE: 7-17-06

DEPARTMENT ID NUMBER: ADCS-06-22

Alternative Action(s):

Do not approve the Resolution for employees of the PMA and direct staff to either attempt to continue to meet and confer with the Association or utilize the impasse procedures under the City's Employer-Employee Relations Resolution.

Analysis:

Representatives of the City and the PMA have completed the meet and confer process with agreement on a new Memorandum of Understanding (MOU) for the period of July 1, 2006 through June 30, 2010. Highlights from the listing of proposed pay and benefit changes include the following:

Wage Increases (effective the pay period that includes the dates below)

7/1/06 – 6% for Lieutenants
4% for Captains

7/1/07 – 4% for Lieutenants and Captains

7/1/08 – 5% for Lieutenants and Captains

7/1/09 – 3.25% for Lieutenants
2.50% for Captains

1/1/10 – 3.75% for Lieutenants
3.00% for Captains

Additional Management Benefits

Addition of an Executive Development Pay Program that provides 5% of the base monthly rate of pay for completion of California Peace Officers' Standards and Training (POST) Command College or the Federal Bureau of Investigation (FBI) Academy.

Effective 1/1/08, increase in uniform allowance from \$1,200 to \$1,275 per calendar year.

Lieutenant Sick Leave benefit of 60 days per incident/illness during the one-year probationary period. This leave does not accrue or have a cash-out value.

Health and Other Employee Benefits

Effective 1/1/07, the City's contribution cap for medical (and vision) coverage is established at the sum of the premiums for the Orange County Blue Shield HMO (PEHMCA plan) and Vision plan by employee coverage levels. In 2008 and through the term of the contract in

REQUEST FOR ACTION

MEETING DATE: 7-17-06

DEPARTMENT ID NUMBER: ADCS-06-22

2010, the City's contribution cap shall increase up to 10% each year. Any premium amounts that exceed the City's contribution cap shall be the employee's responsibility.

Similar to medical and vision coverage, the City's contribution cap for dental coverage is established at the Dental PPO plan per employee coverage level. In 2008 and through the term of the contract in 2010, the City contribution cap shall increase by up to 5% each year.

City contribution of \$25 monthly per active employee for Long Term Care (LTC) coverage.

City contribution of \$38 monthly per active employee for Long Term Disability Insurance coverage.

Environmental Status: Not applicable

Attachment(s):

City Clerk's Page Number	No.	Description
	1.	Proposed Changes in Terms and Conditions of Employment between the City of Huntington Beach and the PMA
	2.	PowerPoint Presentation – Summary of Negotiated Provisions
	3.	Legislative Draft - Memorandum of Understanding between the City of Huntington Beach and the PMA for July 1, 2006 through June 30, 2010
	4.	Resolution to Adopt Memorandum of Understanding between the City of Huntington Beach and the PMA for July 1, 2006 through June 30, 2010, including Exhibit A: Final Memorandum of Understanding between the City of Huntington Beach and the PMA for July 1, 2006 through June 30, 2010 <i>RESOLUTION No. 2006-43</i>

**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE POLICE MANAGEMENT ASSOCIATION (PMA)**

Proposed Changes in Terms and Conditions	FY 2005/2006 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2006/2007 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2007/2008 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2008/2009 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2009/2010 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Est. Cost for Term of the Agreement a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Staff Comments
Term of Memorandum of Understanding (MOU)							
07/01/06 – 06/30/10							
Wage Increase							
Eff. the start of the pay period that includes 7/1/06, 6% for Lieutenants and 4% for Captains	a) \$ 23,806 b) \$ 14,583 c) \$ 38,389					a) \$ 23,806 b) \$ 14,583 c) \$ 38,389	This wage increase addresses internal compaction (top pay step) – 34.9% between Sgt and Lt & 15% between Lt and Capt.
Eff. the start of the pay period that includes 7/1/07, 4% for Lieutenants and Captains		a) \$ 89,633 b) \$ 54,909 c) \$ 144,542				a) \$ 89,633 b) \$ 54,909 c) \$ 144,542	.This wage increase addresses internal compaction (top pay step) – 32.2% between Sgt and Lt & 15% between Lt and Capt.
Eff. the start of the pay period that includes 7/1/08, 5% for Lieutenants and Captains			a) \$ 78,340 b) \$ 47,991 c) \$ 126,331			a) \$ 78,340 b) \$ 47,991 c) \$ 126,331	This wage increase addresses internal compaction (top pay step) – 32.9% between Sgt and Lt & 15% between Lt and Capt.

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 ** Salary driven costs are the additional costs associated with raising base salary, which include employer taxes, worker's compensation and retirement
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 N/C represents no increased measurable cost consideration

**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE POLICE MANAGEMENT ASSOCIATION (PMA)**

Proposed Changes in Terms and Conditions	FY 2005/2006 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2006/2007 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2007/2008 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2008/2009 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2009/2010 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Est. Cost for Term of the Agreement a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Staff Comments
Eff. the start of the pay period that includes 7/1/09, 3.25% for Lieutenants and 2.50% for Captains				a) \$ 95,474 b) \$ 58,487 c) \$ 153,961		a) \$ 95,474 b) \$ 58,487 c) \$ 153,961	This wage increase addresses internal compaction (top pay step) – 33.8% between Sgt and Lt & 14.2% between Lt and Capt.
Eff. the start of the pay period that includes 1/1/10, 3.75% for Lieutenants and 3.00% for Captains					a) \$ 73,283 b) \$ 44,892 c) \$ 118,175	a) \$ 73,283 b) \$ 44,892 c) \$ 118,175	This wage increase addresses internal compaction (top pay step) – 39% between Sgt and Lt & 13.3% between Lt and Capt.
Additional Management Benefits							
Addition of an Executive Development Program that provides a 5% pay benefit for completion of Command College or the FBI Academy	a) \$ 5,083 b) \$ 3,114 c) \$ 8,197	a) \$ 15,250 b) \$ 9,342 c) \$ 24,592				a) \$ 20,333 b) \$ 12,456 c) \$ 32,789	These programs are well-accepted by California law enforcement. This benefit applies in lieu of the \$80/month pay benefit for the Supervisory Leadership Institute. Max. benefit is \$80/month or 5% of the base monthly rate of pay.

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**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE POLICE MANAGEMENT ASSOCIATION (PMA)**

Proposed Changes in Terms and Conditions	FY 2005/2006 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2006/2007 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2007/2008 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2008/2009 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2009/2010 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Est. Cost for Term of the Agreement a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Staff Comments
Eff. 1/1/08, increase annual uniform allowance increase from \$1,200 to \$1,275			\$ 1,050	N/C	N/C	\$ 1,050	Change in uniform allowance payment from full payment at the first of the calendar year to a pro-rated amount based on length of active employment in the calendar year.
Consideration for additional languages in the current Bilingual Pay Program	N/C	N/C	N/C	N/C	N/C	N/C	Program languages include Spanish, Vietnamese and American Sign. Additional languages may be approved at the discretion of the Chief of Police. Same as HBPOA.
Removal of auto allowance eligibility of \$350/mth	N/C	N/C	N/C	N/C	N/C	N/C	Updates MOU; current employees are assigned a City vehicle

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Council Meeting of July 17, 2006

**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE POLICE MANAGEMENT ASSOCIATION (PMA)**

Proposed Changes in Terms and Conditions	FY 2005/2006 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2006/2007 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2007/2008 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2008/2009 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2009/2010 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Est. Cost for Term of the Agreement a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Staff Comments
Health Benefits Eff. 1/1/07, the City's contribution for medical (and vision) shall be the sum of the premiums for the OC Blue Shield HMO (PEHMCMA) plan and the Vision plan for each coverage level. From 2008 through end of contract term, the City's annual contribution shall increase up to 10% each year. Similarly, the City's contribution for dental shall be based on the Dental PPO plan and up to a 5% increase each year through end of contract term in 2010.	N/C	\$ 9,242	\$ 13,211	\$ 14,483	\$ 11,820	\$ 48,756	Employee is responsible for medical (and vision) premium costs above 10% based on level of coverage selected. Employee is responsible for dental premium costs above 5% based on level of coverage selected.

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N/C represents no increased measurable cost consideration

Council Meeting of July 17, 2006

**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE POLICE MANAGEMENT ASSOCIATION (PMA)**

Proposed Changes in Terms and Conditions	FY 2005/2006 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2006/2007 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2007/2008 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2008/2009 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2009/2010 Est. Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Est. Cost for Term of the Agreement a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Staff Comments
Eff. 8/1/06, City contribution for Long Term Care (LTC) coverage	\$ 1,050	\$ 3,150				\$ 4,200	City contribution is \$25 per active employee paid on a monthly basis for HBPOA LTC program (policy verification required)
Eff. 8/1/06, City contribution for Long Term Disability (LTD) coverage	N/C	N/C	N/C	N/C	N/C	N/C	City contribution is \$38 per active employee paid on a monthly basis for HBPOA LTD coverage (replaces City program). No significant cost impact.
Paid Leave							
Addition of Police Lieutenant Sick Leave (applicable only during one-year probationary period)	N/C	N/C	N/C	N/C	N/C	N/C	Employees shall receive 60 days per incident/illness during the one year probationary period (same sick leave benefit as HBPOA, but w/out restriction). This Leave does not accrue or have a cash out value.
Removal of sunset clause regarding pay out upon reaching maximum General Leave accrual	N/C	N/C	N/C	N/C	N/C	N/C	Mutual agreement to continue this provision in the MOU. Maximum General Leave accrual is 640 hours.

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N/C represents no increased measurable cost consideration

Council Meeting of July 17, 2006

CITY OF HUNTINGTON BEACH AND THE POLICE MANAGEMENT ASSOCIATION (PMA)

Proposed Changes in Terms and Conditions	FY 2005/2006 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2006/2007 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2007/2008 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2008/2009 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	FY 2009/2010 Est. Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Est. Cost for Term of the Agreement a.) Base Salary* b.) Salary Driven Costs** c.) Total Est. Cost***	Staff Comments
Contract Language Updates							
Provision for Controlled Substance and Alcohol Testing	N/C	N/C	N/C	N/C	N/C	N/C	Policy statement on the City's right to conduct reasonable suspicion testing based on department policy.
Removal of Police Sergeant provisions from the MOU	N/C	N/C	N/C	N/C	N/C	N/C	Updates PMA MOU to reflect unit representation for Police Captains and Lieutenants only.
Management Rights	N/C	N/C	N/C	N/C	N/C	N/C	Update to reflect consistency w/POA MOU.
Clarification on Deductions from Pay, Exempt Compensatory Time and Executive Leave	N/C	N/C	N/C	N/C	N/C	N/C	Update to conform to Federal Labor Standards Act (FLSA) terminology as applicable to exempt positions
Grievance Hearing Cost Sharing	N/C	N/C	N/C	N/C	N/C	N/C	The City and the PMA shall share hearing costs for disciplinary and non-disciplinary grievance matters on an equal basis (\$0-50).
Personnel Rule 19 amended	N/C	N/C	N/C	N/C	N/C	N/C	Amended to afford management the same response timelines as employees on non-disciplinary grievance matters.

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**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE POLICE MANAGEMENT ASSOCIATION (PMA)**

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Education requirement (Bachelor's degree) for Police Captain and Police Lieutenant	N/C	N/C	N/C	N/C	N/C	N/C	All employees eligible to test for promotional consideration after July 1, 2007, shall possess a Bachelor's degree
General non-substantive language clean-ups/format changes	N/C	N/C	N/C	N/C	N/C	N/C	General administrative MOU maintenance. Also includes any non-substantive changes to reflect consistency w/POA MOU as applicable.
During the Term of the Agreement							
Discuss funding and possible implementation of a post retirement medical savings plan	N/C	N/C	N/C	N/C	N/C	N/C	Agreement to meet and discuss with no obligation to implement a program.
Cost of Proposed Changes	a) \$ 28,889 b) \$ 18,747 c) \$ 47,636	a) \$ 104,883 b) \$ 76,643 c) \$ 181,526	a) \$ 78,340 b) \$ 62,252 c) \$ 140,592	a) \$ 95,474 b) \$ 72,970 c) \$ 168,444	a) \$ 73,283 b) \$ 56,712 c) \$ 129,995	a) \$ 380,869 b) \$ 287,324 c) \$ 668,193	

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ITEM # 9b –
Memorandum of Understanding
included separate with packet

RCA ROUTING SHEET

INITIATING DEPARTMENT:	ADMINISTRATION
SUBJECT:	APPROVAL OF MOU BETWEEN THE CITY AND THE HB MARINE SAFETY OFFICERS' ASSOCIATION
COUNCIL MEETING DATE:	January 16, 2007

RCA ATTACHMENTS	STATUS
Ordinance (w/exhibits & legislative draft if applicable)	Attached <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Resolution (w/exhibits & legislative draft if applicable)	Attached <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/>
Tract Map, Location Map and/or other Exhibits	Attached <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Contract/Agreement (w/exhibits if applicable) <i>(Signed in full by the City Attorney)</i>	Attached <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/>
Subleases, Third Party Agreements, etc. <i>(Approved as to form by City Attorney)</i>	Attached <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Certificates of Insurance <i>(Approved by the City Attorney)</i>	Attached <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Fiscal Impact Statement (Unbudgeted, over \$5,000)	Attached <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Bonds (If applicable)	Attached <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Staff Report (If applicable)	Attached <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/>
Commission, Board or Committee Report (If applicable)	Attached <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Findings/Conditions for Approval and/or Denial	Attached <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>

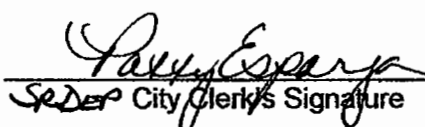
EXPLANATION FOR MISSING ATTACHMENTS

REVIEWED	RETURNED	FORWARDED
Administrative Staff	()	()
Deputy City Administrator (Initial)	()	()
City Administrator (Initial)	()	()
City Clerk	()	

EXPLANATION FOR RETURN OF ITEM:
<i>(Below Space For City Clerk's Use Only)</i>

RCA Author: Patricia Ahumada

1/22/07
R. HALL, SCA
P. Artumada, HR

Council/Agency Meeting Held: <u>1/16/2007</u>	 City Clerk's Signature
Deferred/Continued to: _____	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied <u>6-0-1 (WALKED OUT OF ROOM)</u>	
Council Meeting Date: <u>1/16/2007</u>	Department ID Number: <u>ADCS-07-01</u>

**CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION**

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY:  PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR

PREPARED BY: ROBERT HALL, DEPUTY CITY ADMINISTRATOR 

SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY AND THE HUNTINGTON BEACH MARINE SAFETY
OFFICERS' ASSOCIATION

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue:

Should the City and the Huntington Beach Marine Safety Officers' Association (MSOA) enter into a new Memorandum of Understanding (MOU) covering the period October 1, 2006 through September 30, 2009?

Funding Source:

Funding is contained in the current Fiscal Year 2006/2007 budget and funding will be included in the budgets for Fiscal Years 2007/08 and 2008/09. The cost to implement the MSOA MOU in the current Fiscal Year is \$74,190. The cost to implement the MSOA MOU in Fiscal Year 2007/08 is \$94,979 and \$109,464 in Fiscal Year 2008/09. Total estimated cost of this Memorandum of Understanding for a three-year term is \$278,633.

Recommended Action: Motion to:

Adopt Resolution No. 2007-4, a Resolution of the City Council of the City of Huntington Beach approving and implementing the Memorandum of Understanding between the City of Huntington Beach and the Marine Safety Officers' Association for the term of October 1, 2006 through September 30, 2009.

Alternative Action(s):

Do not approve the Resolution for employees of the MSOA and direct staff to either attempt to continue to meet and confer with the Association or utilize the impasse procedures under the City's Employer-Employee Relations Resolution.

F-1

REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: 1/16/2007

DEPARTMENT ID NUMBER: ADCS-07-01

Analysis:

Representatives of the City and the MSOA have completed the meet and confer process with agreement on a new Memorandum of Understanding (MOU) for the period of October 1, 2006 through September 30, 2009. Proposed pay and benefit changes include the following:

Wage Increases (effective the pay period which includes the dates below)

5% effective January 1, 2007 for all employees
4.5% effective October 1, 2007 for all employees
5% effective October 1, 2008 for all employees

Health Benefits

Effective January 1, 2007, City's contribution cap for medical (and vision) coverage is established at up to a 10% increase in premium (from 2006 rates) and thereafter each year through 2009. Orange County Blue Shield HMO rates will be used as the base for establishing the City's contribution cap for medical.

Effective January 1, 2007, City's contribution cap for dental coverage is established at up to a 5% increase in premium (from 2006 rates) and thereafter each year through 2009. The Delta Dental PPO rates will be used as the base for establishing the City's contribution cap for dental.

Employees shall pay any increased premium costs above the City's contribution caps.

A summary of these and other negotiated provisions are included as Attachment #1.

Environmental Status: Not applicable

Attachment(s):

City Clerk's Page Number	No.	Description
	1.	Proposed Changes in Terms and Conditions of Employment between the City of Huntington Beach and the MSOA
	2.	Legislative Draft - Memorandum of Understanding between the City of Huntington Beach and the MSOA for October 1, 2006 through September 30, 2009
	3.	Resolution to Adopt Memorandum of Understanding between the City of Huntington Beach and the MSOA for October 1, 2006 through September 30, 2009, including Exhibit A: Final Memorandum of Understanding between the City of Huntington Beach and the MSOA for October 1, 2006 through September 30, 2009

**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE MARINE SAFETY OFFICER'S ASSOCIATION (MSOA)**

Proposed Changes in Terms and Conditions	FY 2006/2007 Estimated Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Estimated Cost***	FY 2007/2008 Estimated Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Estimated Cost***	FY 2008/2009 Estimated Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Estimated Cost***	Estimated Cost for Term of the Agreement a.) Base Salary* b.) Salary Driven Costs** c.) Total Estimated Cost***	Staff Comments
Term	10/01/06 – 09/30/09				36 month contract
Salary Increase					
5% salary increase effective the start of pay period that includes 01/01/07	a.) \$ 40,524 b.) \$ 24,825 c.) \$ 65,349			a.) \$ 40,524 b.) \$ 24,825 c.) \$ 65,349	Salary increase for all employees in FY 2006/07
4.5% salary increase effective the start of pay period that includes 10/01/07		a.) \$ 51,061 b.) \$ 31,279 c.) \$ 82,340		a.) \$ 51,061 b.) \$ 31,279 c.) \$ 82,340	Salary increase for all employees in FY 2007/08
5% salary increase effective the start of pay period that includes 10/01/08			a.) \$ 59,287 b.) \$ 36,319 c.) \$ 95,606	a.) \$ 59,287 b.) \$ 36,319 c.) \$ 95,606	Salary increase for all employees in FY 2008/09

* Base salary is the cost of raising salary

** Salary driven costs are the additional costs associated with raising base salary, which include employer taxes, worker's compensation and retirement

*** Total estimated costs are based upon cost information available in 2006/2007

N/C represents no measurable cost

Council Meeting of January 16, 2007

PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN

CITY OF HUNTINGTON BEACH AND THE MARINE SAFETY OFFICER'S ASSOCIATION (MSOA)

Proposed Changes in Terms and Conditions	FY 2006/2007 Estimated Cost a.) Base Salary* b.) Salary Driven Costs** c.) Total Estimated Cost***	FY 2007/2008 Estimated Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Estimated Cost***	FY 2008/2009 Estimated Cost: a.) Base Salary* b.) Salary Driven Costs** c.) Total Estimated Cost***	Estimated Cost for Term of the Agreement a.) Base Salary* b.) Salary Driven Costs** c.) Total Estimated Cost***	Staff Comments
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Health Benefits					
Eff. 1/1/07, incr. City's contrib. for medical (and vision) coverage up to a 10% inc. in the mthly premium each year through 2009. Eff. 1/1/07, incr. City's contribution for dental coverage up to a 5% inc. in the mthly premium each year through 2009.	\$ 8,841	\$ 12,639	\$ 13,858	\$ 35,338	Employee is responsible for medical (and vision) premium costs above 10% based on level of coverage selected. Employee is responsible for dental premium costs above 5% based on level of coverage selected. Blue Shield HMO rates to be used as the base Enhanced health coverage is vital to the recruitment and attraction of qualified personnel.

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Council Meeting of January 16, 2007

**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
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Contract Language Updates					
Management Rights	N/C	N/C	N/C	N/C	To clarify and update language
Addition of cash out provision for comp. time (CTO)	N/C	N/C	N/C	N/C	Employees may convert up to 60 hours of comp time to cash at the regular rate of pay once per calendar year.
Add Standby pay provision for use at City's discretion	N/C	N/C	N/C	N/C	Minimum 2 hours at the overtime rate for each 8 hour standby period
Long-Term Disability Insurance	N/C	N/C	N/C	N/C	To clarify language
Time Off for Injury or Illness max. 60 calendar days per incident	N/C	N/C	N/C	N/C	To reflect current practice
Family Sick Leave allowance 60 hours per calendar year	N/C	N/C	N/C	N/C	To clarify interpretive conflict with current State law on leave for family sick based on accrued sick leave

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**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE MARINE SAFETY OFFICER'S ASSOCIATION (MSOA)**

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Grievance Hearing Cost Sharing	N/C	N/C	N/C	N/C	The City and the MSOA shall share hearing costs for disciplinary and non-disciplinary grievance matters on an equal basis (50-50).
Personnel Rule 19 amended	N/C	N/C	N/C	N/C	Amended to afford management the same response timelines as employees on non-disciplinary grievance matters (10 days).
Provision for Controlled Substance and Alcohol Testing	N/C	N/C	N/C	N/C	Policy statement on the City's right to conduct reasonable suspicion testing based on department policy.

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Council Meeting of January 16, 2007

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Meet & Confer During Term of Agreement					
Update the Employer-Employee Relations Resolution	N/C	N/C	N/C	N/C	To reflect current law.
Modified Work/Return to Work Program	N/C	N/C	N/C	N/C	Agreement to meet and confer to establish a modified work/return to work policy during term of the MOU (for work and non-work related illnesses/injuries)
Revised or Deleted Contract Language					
Remove Article VIII.D. Shift Exchange	N/C	N/C	N/C	N/C	Provision is not in practice.

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Council Meeting of January 16, 2007

**PROPOSED CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE MARINE SAFETY OFFICER'S ASSOCIATION (MSOA)**

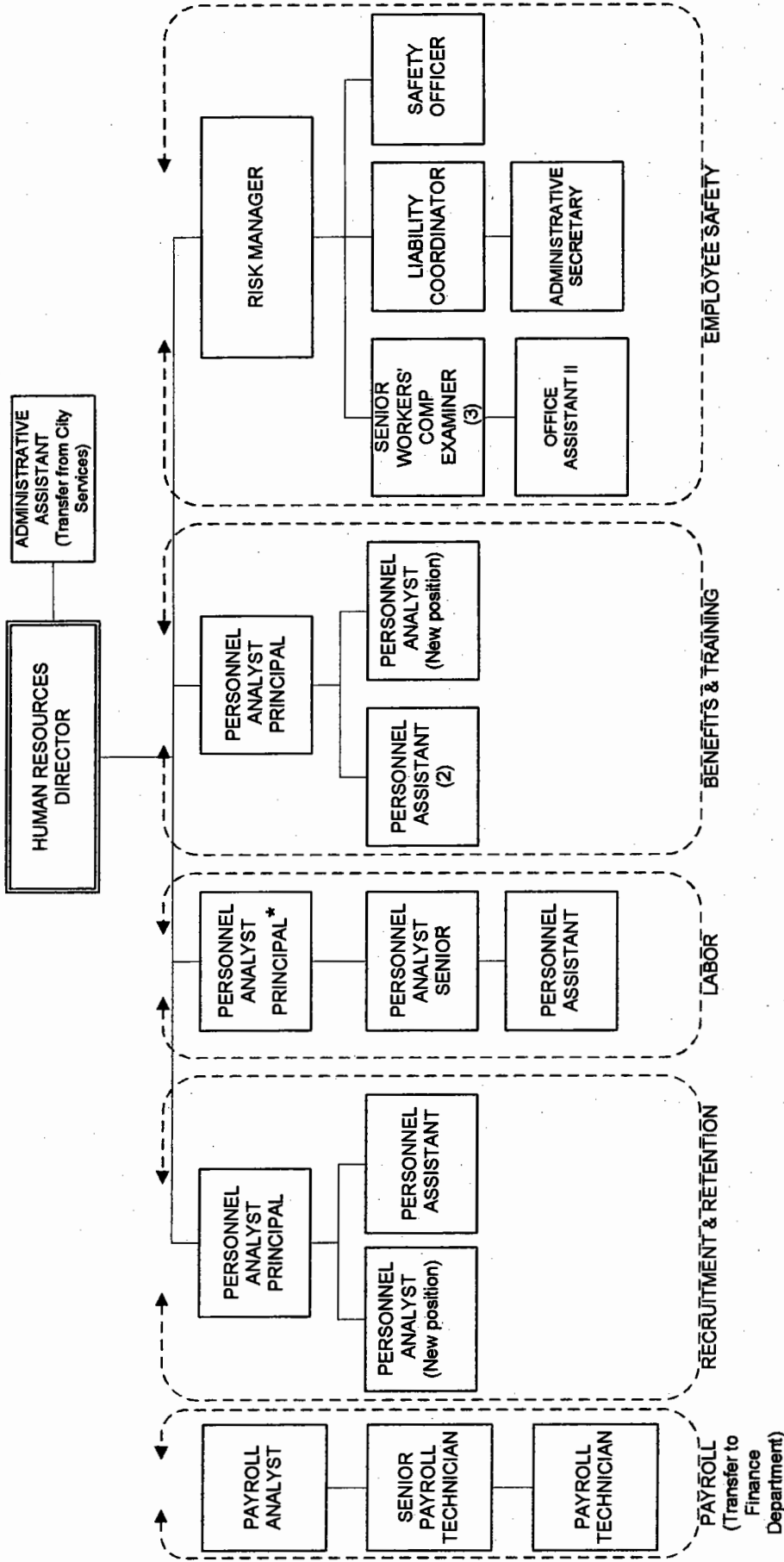
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Remove Cash Advance provision (Article XI.A.3a)	N/C	N/C	N/C	N/C	Cash advance on vacation pay is not in practice.
Includes non-substantive changes	N/C	N/C	N/C	N/C	To update contract by revising language to clarify provision or by removing language that no is longer applicable.
Cost of Proposed Changes	a.) \$ 40,524 b.) \$ 33,666 c.) \$ 74,190	a.) \$ 51,061 b.) \$ 43,918 c.) \$ 94,979	a.) \$ 59,287 b.) \$ 50,177 c.) \$ 109,464	a.) \$ 150,872 b.) \$ 127,761 c.) \$ 278,633	

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ITEM # 9c –
Resolution included separate with
packet

ITEM # 10

CITY OF HUNTINGTON BEACH
HUMAN RESOURCES
PROPOSED ORGANIZATION



* Position currently being under filled by a Personnel Analyst Senior

Denotes proposed changes